

# Job Opportunity Bulletin

Post Date: 3/8/17

## Seasonal Clerk

Salary: \$1,820.00-\$2,053.00  
Temporary, Intermittent

**FINAL FILING DATE: Until Filled**

### JOIN THE DDS TEAM!

For information about the  
**DEPARTMENT OF  
DEVELOPMENTAL SERVICES**

Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

Please refer to:  
Position #: **473-131-1120-XXX**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Rob Whitlock

All applications will be  
screened and only the most  
qualified will be interviewed.

### CONTACT INFORMATION

Name: Rob Whitlock  
Number: (916) 322-7660  
Email:  
[Robert.whitlock@dds.ca.gov](mailto:Robert.whitlock@dds.ca.gov)

The Department of Developmental Services' (DDS) Accounting Section is currently seeking a Seasonal Clerk to work in a fast paced environment.

The Seasonal Clerk performs entry level clerical duties in support of the Accounting Section staff. Duties include filing, photocopying, archiving, the use of a personal computer for basic data entry into an invoice tracking system, and receive, date stamp and distribute incoming mail as well as other miscellaneous clerical tasks. For complete duties, please see the duty statement below.

#### Desired Knowledge and Abilities:

- Must be dependable and maintain good attendance
- Ability to read and write English clearly
- Ability to follow specific oral and written instructions
- Ability to file using numerical and alphabetic filing systems
- Knowledge of Microsoft Word, Excel and Outlook
- Knowledge of CalSTARS

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If interested, please submit a State of California application, STD 678 with original signature on or before the final filing date. Please include: the basis of your eligibility in the 'Explanations' section and position # 473-131-1120-XXX in the 'Job Title' section of your application.

Priority consideration will be given to any person receiving state public assistance under the CalWORKs program. Applicants who receive state public assistance need to identify their status as a CalWORKs recipient in the 'Explanations' section of the application. Applicants must submit verification of their CalWORKs eligibility status, which may include the most recent Notice of Action showing TANF eligibility or a copy of your last aid check stub. If verification is not submitted with the Std. 678 application, the application will not be processed. (Applicants may obtain verification from the CalWORKs program)



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DUTY STATEMENT**

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
DIVISION OF ADMINISTRATIVE SUPPORT  
FINANCIAL SERVICES BRANCH  
ACCOUNTING SECTION  
PAYABLE UNIT**

**DUTY STATEMENT**

**NAME:** EMPLOYEE**JOB TITLE:** SEASONAL CLERK**POSITION #:** 473-131-1120-XXX

**SUMMARY:** The Seasonal Clerk reports to the Accounting Administrator II in the Accounting Section. The Seasonal Clerk performs entry-level clerical duties in support of the Accounting Section. Duties include filing, photocopying, archiving, utilize personal computer for basic data entry into an invoice tracking system, receiving, date stamping, and distributing incoming mail as well as other miscellaneous clerical tasks.

**ESSENTIAL FUNCTIONS:**

- 50% Performs clerical support functions such as typing letters, memos, and reports, copying, faxing; filing remittance advices, maintaining completed logs for invoices, incoming batched mail, and keyed schedules using Microsoft Word, Excel, PowerPoint, and Outlook; proofread work for accuracy. Assist staff in retrieving and locating filed materials
- 35% Incumbent enters data entry (salary advances, travel claim expenses) into the California State Accounting and Reporting System (CalStars). Incumbent also uses manual typewriter for issuance of revolving fund checks, salary advances, contracts and small business emergency items. Prints and distributes claim schedules to staff for auditing and releasing. Incumbent assists in the maintenance, reconciliation and balance of reports against reimbursement and payment data from ICFs.

**NON-ESSENTIAL FUNCTIONS:**

- 5% Assists Office Technician with the distribution of incoming mail and supplies ordered for Accounting Staff.
- 5% Assists and serves as backup to Administrative Assistant I; answering and screening phone calls for the Administration Division.
- 5% Serves as back up with the delivery of confidential documents when Office Technician is unavailable, will utilize state issued vehicle

**WORKING CONDITIONS:** Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend. Employee may be required to sit for long periods using a keyboard, monitor and mouse. Computer will be used daily approximately 80% - 85% of the time on the following software applications (i.e. Microsoft Excel, and Word). Must be able to use various office machines; copier, scanner, fax, etc.). Required to possess valid driver's license.

Revised: January 2016

**JOB TITLE:** SEASONAL CLERK

**POSITION #:** 473-131-1120-XXX

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Microsoft Word; including Word, Excel and Outlook; modern office methods, supplies and equipment; Business English and correspondence.

Ability to:

- Communicate effectively (both verbally and written)
- Excellent computer skills
- Possess good interpersonal skills
- Ability to work independently and in a team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote a positive work environment and relationship with others

**CERTIFICATION OR LICENSE:**

**ALTERNATIVE TO MINIMUM QUALIFICATIONS:** None.